

CHECKLIST FOR OPENING A NEW CASE USING “OPEN A BK CASE”

1. _____ Prepare Voluntary Petition.
2. _____ Check for /s/ followed by the typed name of the individual or scanned signatures (debtor/joint debtor and attorney) on all documents.
3. _____ Save Voluntary Petition as a .pdf (verify image is correct and in .pdf format).
4. _____ Docket Voluntary Petition (Open A BK Case)
5. _____ Prepare Creditor Matrix and save as .txt file. See manual for instructions and additional requirements for the creditor matrix.
6. _____ Upload Creditors (Creditor Maintenance / Upload a Creditor Matrix)
7. _____ Prepare Plan (if Chapter 13). Save as a .pdf.
8. _____ Docket Plan. (Use Plan event)
9. _____ Prepare B-21 Form. Save as a pdf. This document must be filed when a new petition is filed, but docketed and submitted separately. Do not mail the original to the Court, keep the original in your file.
10. _____ File B21 Form (Bankruptcy / Other / Social Security Number (B21) or Tax Identification Number (B21)
11. _____ Prepare Application To Pay Filing Fee In Installment if appropriate. Save as .pdf and file in CM/ECF.
12. _____ Upload proposed order on Application To Pay Filing Fee In Installments.
13. _____ Prepare Appointment Rejection if applicable. Save as .pdf. File in CM/ECF.
14. _____ Form 22A(Chapter 7), 22B(Chapter 11) or 22C(Chapter 13)
15. _____ Employee Income Records
16. _____ Certificate of Credit Counseling or Certificate of Exigent Circumstances

* Certificate of Financial Management Course Completion (prior to discharge)

See additional checklists under Tab 9 (Event List); pages 13 - 16.